Ref: SAS/HR/LOI/2026-27/001

Date: 29 June 2026

To,
Ms. Kshama Hegde
Bengaluru, Karnataka
Email: hegdekshamaofficial@gmail.com

Subject: Letter of Intent – Conditional Offer of Employment (Executive Assistant)

Dear Ms. Hegde,

We are delighted to extend this Letter of Intent expressing our intention to employ you as **Executive Assistant to the Managing Director** of **Sinhoi Advisory Services Private Limited** ("the Company"). Your professionalism and experience left a strong impression on us, and we look forward to the prospect of you joining our team.

This Letter sets out the principal terms on which we propose to engage you. It is a **conditional offer**: it communicates our intention to employ you and does not, by itself, create a contract of employment. The terms below explain what is proposed, and what must happen before your employment can begin.

Nature of this Letter

1. **Nature of this Letter.** This Letter of Intent is not intended to constitute the complete terms of your employment, nor does it create a binding contract of employment. Your employment shall commence only upon, and is conditional on:
   (a) the satisfactory fulfilment of all conditions set out in this Letter;
   (b) your reporting for duty on the agreed joining date; and
   (c) the execution of the Company's formal Employment Agreement.

Until all of the above occur, no employment relationship shall arise between you and the Company.

Proposed Employment

2. **Proposed Position.** You are proposed to be engaged as Executive Assistant, reporting to the Managing Director. Given the integrated nature of the Company's operations, your support may extend to its group companies and affiliated businesses, as required.

3. **Proposed Joining Date.** We propose that your employment commence on **6 July 2026**. The Company may revise the joining date by mutual agreement.

4. **Proposed Compensation.** Upon commencement of employment, your annual Cost to Company (CTC) will be **₹ 8,58,000**, comprising an annual fixed salary of **₹ 7,80,000** and a fixed annual bonus of **₹ 78,000** (equal to 10% of your annual fixed salary, paid to all employees of the Company). The detailed structure and manner of payment will be set out in the Employment Agreement.

5. **Place of Work.** Your place of work will be Bengaluru, on a hybrid model, with business travel as required.

Sinhoi Advisory Services Private Limited Bengaluru

6. **Other Terms.** All other terms of your employment – including probation, working hours, leave, statutory deductions, notice and conduct – will be governed by the Employment Agreement and the Company's policies, to be executed and made available to you on or before your joining date.

Conditions & Protections

7. **Conditions Precedent.** This offer is conditional upon, and subject to the Company's satisfaction with, each of the following: satisfactory background verification; verification of your educational and professional credentials; satisfactory reference checks; your submission of the documents listed in the Annexure to this Letter; confirmation of your eligibility and right to work in India; any declarations the Company may require; and, where applicable, internal management approval. If any condition is not met to the Company's reasonable satisfaction, the Company may withdraw or amend this offer.

8. **Company's Right to Withdraw.** At any time before your employment commences, the Company may, at its discretion and without liability, withdraw, amend or cancel this offer if: any information supplied by you is found to be incorrect, incomplete or misleading; reference or background checks are unsatisfactory; the Company's business requirements change; you fail to satisfy any condition in this Letter; you delay joining beyond the agreed date; or any matter comes to the Company's attention that, in its reasonable view, makes your employment unsuitable. As no employment relationship arises until your employment commences, the withdrawal of this offer prior to that date shall not give rise to any claim for compensation.

9. **Your Commitments.** By accepting this offer, you agree to: provide accurate and complete information and not misrepresent your qualifications or experience; cooperate fully with the Company's verification processes; and keep the existence and contents of this offer confidential.

10. **Confidentiality Before Joining.** During recruitment and onboarding, and before your employment begins, you may be given access to confidential information belonging to the Company and its group entities. You agree to keep all such information strictly confidential, to use it solely for the purpose for which it is shared, and not to disclose it to any third party. This obligation is binding upon your acceptance of this Letter and applies whether or not your employment subsequently commences.

11. **Intellectual Property.** If, at the Company's request, you undertake any work before joining – including planning, research, documentation, presentations or similar work – all intellectual property arising from that work shall belong exclusively to the Company.

12. **Use of AI Tools & Data Protection.** You shall not, without the Company's prior written authorization, upload, input or disclose any confidential Company information to public or third-party artificial-intelligence platforms or tools (including ChatGPT, Claude, Gemini and other public AI services), or to any other external tool or service. This restriction applies during recruitment, onboarding and at all times thereafter.

13. **Digital Assets.** Any email account, social-media account, digital asset, login credential, or content created or provided to you during onboarding belongs to and remains the property of the Company, must be used solely for the Company's purposes, and must be returned or relinquished on request.

14. **Pre-Joining Expenses.** Reasonable expenses incurred by you before joining, where pre-approved by the Company in writing, may be reimbursed in accordance with Company policy.

Next Steps

15. **Formal Employment Agreement.** On or before your joining date, you will be required to execute the Company's formal employment documentation, which may include the Employment Agreement, a Non-Disclosure Agreement, an Intellectual Property Assignment, and acknowledgements of the Company's policies, including its Code of Conduct, Prevention of Sexual Harassment (POSH) Policy and IT Policy. This Letter of Intent does not replace those documents.

16. **Binding Effect.** For the avoidance of doubt, this Letter does not create an employment relationship, which shall arise only upon your joining and the execution of the Employment Agreement. However, the provisions relating to confidentiality, intellectual property, the use of AI tools and data, your commitments, and governing law are binding upon your acceptance of this Letter and shall survive regardless of whether your employment commences.

17. **Governing Law.** This Letter is governed by the laws of India, and the courts at Bengaluru shall have jurisdiction.

18. **Acceptance & Validity.** To accept this offer, please sign and return a copy of this Letter on or before **3 July 2026**. Please also submit the documents listed in the Annexure (Documents Required), together with the duly completed and signed Employment Application Form (enclosed), on or before your joining date. This offer will stand withdrawn if not accepted by the said date.

We look forward to welcoming you to Sinhoi and to a long and rewarding association.

The Sinhoi Way of Life

- Benchmark to become the best
- Recognize contribution fairly and transparently
- Improve collaboration across teams to scale together
- Satisfy customer needs, both external and internal
- Keep pace with changes in the environment

Acceptance by the Candidate

I, Ms. Kshama Hegde, have read and understood this Letter of Intent and accept the conditional offer of employment on the terms set out above.

Signature: _____ Date: 30/06/2026

Place: Bengaluru

Sinhoi Advisory Services Private Limited Bengaluru

Annexure – Documents Required

Please submit self-attested copies of the following documents (with originals available for verification), together with the duly completed and signed Employment Application Form, on or before your date of joining.

Document	Enclosed
Aadhaar Card	☐
PAN Card	☐
Passport – copy of first and last page	☐
Highest educational certificate / marksheet – Bachelor's and Master's	☐
Recent passport-size photograph	☐
Relieving Letter / NOC from previous organization	☐
Last payslip from previous organization	☐
Form 16 – latest two financial years (FY 2024–25 and FY 2025–26), if available	☐
Duly completed & signed Employment Application Form (enclosed)	☐

Note: Submission of documents is a condition of this offer. The above is in addition to completing and returning the enclosed Employment Application Form.

Sinhoi Advisory Services Private Limited Bengaluru